

CONFIDENTIAL

PERSONNEL ACTIONS
(Except Competitive Promotions)

Attached is a proposed revision of the procedure for FE processing of all personnel actions other than for competitive promotions. The changes from present procedures are:

1. Unit preparation of Form 1152 instead of T&R .
This eliminates the following areas of duplicated effort.
 - a. Unit preparation of Form 980 and T&R preparation of 1152 - - a request for a request.
 - b. Unit follow up on Form 980 and T&R follow up on 1152.
 - c. Maintenance of the separate T&R files of Form 1152.
2. Elimination of the pending file of Status Cards and the resulting double handling involved.
3. Elimination of unnecessary distribution of copies of Form 1152 to Payroll.
4. Elimination of the non-essential requirement for the Branch Chief to sign the action as the requesting officer.
5. Direct routing of Form 1152 to Office of Personnel by non-CS Career Services instead of return to FE/Pers. for rerouting to Office of Personnel. (Requires coordination with respective Career Services prior to adoption)